



Senior Human Resources Analyst

Department: Countywide

EEO Code: 22

Class Code: 1615

FLSA: E

Effective: 01/01/1999

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty in administering a wide variety of human resource functions for the County; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Researches and analyzes existing policies, practices and procedures; interprets human resources policies and procedures; provides technical assistance to department supervisors and employees on a variety of personnel management issues; conducts salary surveys; gathers, analyzes and interprets salary data; presents recommendations; conducts position audits; assists with classification studies for complex structures and functions, assists department directors in solving difficult classification and compensation issues. Assists in the administration of policies and procedures pertaining to equal employment opportunity (EEO) and diversity, including analysis of minority utilization and preparing the County's response to EEO charges; coordinates the County's internship program; administers the County's benefits programs; develops annual benefit recommendations based on survey data and market trends; coordinates annual open enrollment process for health benefits; responds to salary and benefit surveys; conducts research and develops and conducts training programs for employees; analyzes training needs and formulates teaching outline and determines instructional methods; provides employee relations consultation; oversees activities pertaining to alcohol/drug testing; prepares statistical reports and performs special projects as needed; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principles and practices of human resource management; good knowledge of the regulations of EEO and other related legal requirements. Considerable skill in expressing ideas clearly and concisely in both oral and written form; in establishing and maintaining effective working relationships with others; in planning and administering human resource programs; in analyzing situations and developing appropriate recommendations.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in human resource management, public administration or related field (Master's degree preferred) and three years of experience in a human resource environment; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
